



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

EMPLOYMENT STANDARDS CONSULTANT

Job Number: 20000901

Job Code: 37580V150916

Job Group: 3700 - INDUSTRIAL COMPENSATION AND INSPE

Job Established: 04/01/1994

Job Revised: 02/24/2006

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under administrative direction, serves as a specialist in the field of employment standards and state labor law and regulations. Provides specialized information and analyses of a highly technical nature to employees and employers in the state. Conducts specialized research into issues and legislation related to employment standards and labor law; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree (including a minimum of two courses in accounting or math).

EXPERIENCE:

Must have five years of experience in payroll inspection/auditing, payroll analysis, payroll preparation/computation, or an investigative field that involves the auditing/examination of financial records.

Substitute EDUCATION for EXPERIENCE:

Additional training in accounting or a related field will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Additional experience in one of the above or related fields will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Serves as a specialist in the field of employment standards and labor law and regulations, related to child labor, wage and hour issues, and prevailing wage. Provides technical assistance to the public on employment standards issues. Responds to inquiries from the general public on relevant employment standards issues. Consults with employers across the state on problems in complying with state laws and regulations governing employment standards. Recommends and develops seminars for the purpose of transmitting information in related areas of specialization. Prepares correspondence for the cabinet secretary, division directors, and program managers, as necessary. Monitors and researches legislative changes on the state and federal level that impact the state employment standards program.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Travel will be required to make physical inspections of business establishments.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.